



Auditorium Reservation and Rental Agreement

Today's Date _____

Event _____

Group _____

Contact Person _____

Address _____

Phone Numbers _____

Event Date _____

Event Time _____

Rehearsal Date _____

Rehearsal Time _____

Rehearsal Date _____

Rehearsal Time _____

☐

Profit (\$400 deposit)

☐

Non- Profit (\$250 deposit)

☐

School Function

Specific Needs:

_____ Number of Chairs _____ Number of Tables _____ Dressing Rooms ☐ Video Projection

☐

Sound System

☐

Stage Lights

☐

Podium

☐

Risers/Platforms

☐

In-House Communications

NOTE: Payment is due when Request form is approved. Exceptions to this procedure are allowed only if approved by the Superintendent. Additional costs will apply based on your needs for the Event.

Additional Costs:

Custodian- \$12 per hour (at least one custodian must be on duty at all times.)

Duties include unlocking/locking doors, turning on/off lights, custodial emergencies that arise, and cleanup for the event & rehearsals.

House Manager- \$20 per hour (must be on duty for Sound and Lights.)

Duties include the set up & take down of audio equipment, running the sound system and stage lights for the Event & Rehearsals.

House Staff- \$8 per hour/per person (will be hired on a needed basis depending on the Event.)

Duties include set up and take down of stage tables, chairs, and platforms as well as assisting the House Manager for the event & rehearsals.

Electricity- \$25 per hour (includes rehearsals and events)

Describe your Event needs :

Contact Person Signature: _____

Date: _____

GISD Official: _____

Date: _____



Auditorium Rules and Guidelines:

- 1) No Food (Gum/Candy) or Drinks are allowed in the Auditorium. Bottled Water will be allowed for performers or presenters only!!!
- 2) Nothing may be nailed, stapled or tacked to the apron of the stage.
- 3) When your Event is finished you must strike the stage, in other words, clean, take down and put back, everything before you leave. (Any personal prop left on stage will be thrown away after 48 hours)
- 4) Only participants and authorized personnel may be on the stage and in the wings during the Event and Rehearsal.
- 5) The aisles of the Theater are to remain clean and clear of obstructions.
- 6) Only authorized school personnel in the Sound and Light booth.
- 7) Non-participants are to remain seated in the audience. Parents will need to keep small children from running around and climbing on furniture and equipment.
- 8) A/C & Heat will be controlled by the House Manager.
- 9) Renting group assumes all responsibility for damages sustained during the contract.

Failure to comply may result in loss of deposit, added charges, or termination of my group's privilege to use the facilities of Goliad ISD.

Checklist: Note the condition Prior to the Pre Show...initial during walkthroughs note any changes in condition.

Item	Condition Prior to Pre Show	House Manager Pre Show	Group Contact Pre Show	Group Contact Post Show	House Manager Post Show
Carpet					
Seats					
Walls					
Stage Floor					
Stage Apron					
Stage Wings					
Doors					
Foyer					
Bathrooms					
Windows					
Loading Dock Door					
Ceiling					
Sound Equipment					
Curtains					
Piano					
Dressing Rooms					
Video Equipment					
Platforms/Risers					

Contact Person Signature: _____

Date: _____

GISD Official: _____

Date: _____



I AGREE TO FOLLOW THE RULES AND REGULATIONS SET FORTH BY THE GOLIAD ISD, THE SPONSORING CAMPUS, AND TO PAY THE BUILDING USE FEE OF \$_____. ORGANIZATIONS OR INDIVIDUALS USING SCHOOL FACILITIES SHALL RELEASE THE DISTRICT FROM LIABILITY FOR PERSONAL INJURY AND/OR DAMAGES TO PERSONAL PROPERTY. ALL GROUPS USING SCHOOL FACILITIES SHALL BE RESPONSIBLE FOR THE COST OF DAMAGES INCURRED DURING THEIR USE. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE RULES AND REGULATIONS WILL RESULT IN THE TERMINATION OF MY GROUP'S PRIVILEGE TO USE THE FACILITIES OF GOLIAD ISD AND THE LOSS OF MY DEPOSIT.

SIGNATURES: **GROUP CONTACT PERSON** _____ **DATE** _____

BUILDING PRINCIPAL _____ **DATE** _____

DIRECTOR OF OPERATIONS _____ **DATE** _____

HOUSE MANAGER _____ **DATE** _____

☐

Approved

☐

Disapproved

Cc: Custodian Supervisor

FOR OFFICE USE ONLY:

Number of Hours Facility Needed	Additional Needs	Number of Personnel Needed	Cost Per Hour/Per Person	Total Amount
	Electricity (Required)		\$25	\$
	House Manager (Required)		\$20	\$
	Custodian (Required)		\$12	\$
	House Staff (Optional as Needed)		\$8	\$
			Total Amount Due: \$	

Contact Person Signature: _____

Date: _____

GISD Official: _____

Date: _____